
 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>		<b><u>POLICY NUMBER:</u></b> 	<b><u>PAGES:</u></b> <p style="text-align: center;">3</p>
<b><u>CHAPTER:</u></b> <b>Administration and Management</b>	<b><u>REFERENCE AND RELATED STANDARDS:</u></b> <b>WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.</b>		
<b><u>SUBJECT:</u> Grooming and Appearance Standards for Uniformed Personnel</b>			
<b><u>DATE:</u> January 24, 2014</b>			

## POLICY

It is the policy of the West Virginia Division of Juvenile Services to maintain a mechanism that ensures the establishment of general grooming standards for uniformed staff and the adherence thereof as a condition of employment.

## CANCELLATION

This policy has been reviewed and supersedes Policy 133.00 dated January 1, 2008.

## APPLICABILITY

This Policy applies to all Division of Juvenile Services' uniformed personnel.

## DEFINITIONS

**Uniformed Staff:** Any employee classified as a Correctional Officer I, II, III, IV, V, VI, VII or Chief Correctional Officer. For purposes of this policy, this definition includes all Youth Specialists.

## PROCEDURES

1. Grooming standards for **all** facilities will be in compliance with the following:
  - a. For male Correctional Officers, hair will be clean and neatly groomed.
  - i. The length and bulk of the hair will not be excessive or present a ragged, unkempt or extreme appearance.

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- ii. Hair will present a tapered appearance, and when combed will not extend over the ears or eyes or touch the collar, except for the closely cut hair at the back of the neck.
  - iii. The block cut fullness in the back is permitted in moderate degree as long as the tapered look is maintained.
  - iv. In all cases, the bulk of length of hair will not interfere with the normal wear of headgear or protective masks.
- b. Facial hair is permitted, however it must be kept clean, neatly groomed, and not extend past 1/4 inch in length and does not present an extreme appearance. Exceptions are:
  - i. Employees attending Basic Training Academy will be clean shaven for the duration of the Academy.
  - ii. Employees selected for the Division's Honor Guard will be clean shaven for the duration of their service for any Honor Guard activity.
- c. For female uniformed personnel, hair will be clean and neatly groomed.
  - i. The length and bulk of the hair will not be excessive or present a ragged, unkempt or extreme appearance.
  - ii. Hair will not fall over the eyes or extend below the top of the DJS emblem on the uniform polo shirt.
  - iii. Hairstyles will not interfere with proper wearing of headgear or protective masks.
  - iv. Hair holding instruments (barrettes, bands, pins, clips, etc.), if used, must be transparent or similar in color to the hair and will be inconspicuously placed. Beads or similar ornamental items are not authorized.
- d. The wearing of a wig, hair extensions, or any other type of supplemental hairpiece by uniformed personnel while on duty is prohibited except to cover natural baldness, physical disfiguration or medical procedure. If worn, it will conform to the standard haircut criteria.
- e. Earrings, nose rings, posts or any other visible body piercing jewelry, such as tongue studs, are not authorized for wear by any uniformed officer while on duty.


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- f. Necklaces, if worn, must be worn under the shirt and must not present a security hazard.
  - g. Fingernails will not be longer than 1/8 inch in length and must be kept clean and neat in appearance.
  - h. In the event of an emergency, these rules may be suspended by the Facility Superintendent/Director of the facility.
2. Each facility will have in place an operational procedure to ensure the standards and practices of this policy are followed.

#### **RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

**APPROVED:**

  
**Director**

1/24/14  
**Date**